

# REQUEST FOR/OR NOTIFICATION OF REGRADING ACTION

For use of this form, see AR 380-5; the proponent agency is OACSI.

DATE

FILE

READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING THIS FORM

TO: (Include ZIP Code)

FROM: (Include ZIP Code)

☐ THE DOCUMENT(S) DESCRIBED BELOW HAS/HAVE BEEN REVIEWED FOR REGRADING AND ACTION HAS BEEN TAKEN AS INDICATED. APPROPRIATE ACTION SHOULD BE TAKEN TO MARK YOUR COPIES AND NOTIFY ALL RECIPIENTS TO WHOM ADDITIONAL DISTRIBUTION WAS FURNISHED IN ACCORDANCE WITH AR 380-5. DOCUMENTS CONCERNING THIS SAME SUBJECT SHOULD BE REVIEWED FOR POSSIBLE REGRADING.

☐ REQUEST DOCUMENT(S) DESCRIBED BELOW BE REVIEWED TO DETERMINE WHETHER THEY CAN BE DOWNGRADED OR DECLASSIFIED AT THIS TIME. (Include justification in the "REMARKS" section of this form.)

☐ REQUEST APPROPRIATE CLASSIFICATION/REGRADING INSTRUCTIONS FOR DOCUMENTS DESCRIBED BELOW.

CONTROL NUMBER

## DESCRIPTION

(TYPE, FILE REFERENCE, UNCLASSIFIED SUBJECT OR SHORT TITLE,  
INDORSEMENTS, INCLOSURES)

## CLASSIFICATION/ REGRADING INSTRUCTIONS

OLD

NEW

PRINTED OR TYPED NAME AND TITLE OF OFFICER

SIGNATURE

**REMARKS****ACTION TAKEN OR RECOMMENDED BY RECIPIENT****INSTRUCTIONS**

1. Prepare sufficient number of copies to furnish one copy to each addressee of the original document and one copy for retention. Entries on form may be printed in ink.

2. Care will be taken to completely identify the document(s) being regraded to prevent error by the recipient. All inclosures being regraded will be accounted for. When covering document only is being regraded and there are inclosures (*classified or unclassified*) which are not being regraded, the symbol "n/c" will be entered in the OLD/NEW columns. The regrading form will contain unclassified information only. Short titles will consist of the first letter of each word in the subject or title except when a formal short title has been assigned.

3. The abbreviations authorized by DoD 5200.1-R and AR 380-5 will be used to indicate the old and new classifications and regrading instructions. Include declassification dates.

4. When the document(s) will be regraded upon the occurrence of an event, the classification will be followed by an asterisk (\*) and the event described at the bottom of the form or in the "REMARKS" section, above.

5. When the form is used as a request for review, the need for a lower classification for the document or documents will be shown.